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| Section I: Program Information   1. Program Mission, 2. SWOT, 3. Aim Statements, 4. Previous APE Action Plans, and 5. Current APE Action Plans | | | | | *Comments by GMEC or GMEC Subcommittee Responsible for Oversight of APE* |
| 1. Program Mission |  | | | |  |
| 1. SWOT | *S (Strengths)* | *W (Weaknesses)* | *O (Opportunities)* | *T (Threats)* |  |
| Add rows as needed |  |  |  |  |
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| 1. Aim Statement   *Maximum of 5* | *Current Aim* | *Measurement* | *Type of Support Needed (High, Medium and Low)* | *Type of Aim (Maintenance or Stretch)* |  |
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| 1. Action plans from previous APE | *Brief summary of action item* | *Measurement for action item* | *Status: Resolved, Continued or Removed* | *Notes about Action (reason for removal of continuation)* |  |
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| 1. Action Plans from Current APE | *Brief summary of action item* | *Measurement for action item* | *Person(s) Responsible* | *Notes about Action Plans* |
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| Section II: Accreditation Status | | | | |  |
| 1. Letter of Notification | Date of LON: | *Status:* | *Next Site Visit:* | *Self-study Date:* |  |
| 1. Citation Information | *Brief summary of citation* | *New or Extended* | *Action plan for resolving citation* | *Person responsible for Action Plans* |
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| 1. Areas for improvement | *Brief summary of AFI* | *Action plan* | *Person responsible for Action Plans* |  |
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| Section III: Review of Curriculum | | | | |  |
| Describe how you reviewed the curriculum |  | | | |  |
| Which rotations/services had significant changes in the past year? |  | | | |  |
| Will you be adding or removing any rotations on your block |  | | | |  |
| Section IV: Quality of Safety of Patient Care | | | | |  |
| How does the PEC evaluate the quality of safety of patient care? Discuss tools that are used to obtain this data. |  | | | |  |
| How does the program use the practice data to help improve patient safety? |  | | | |  |
| Section V: Aggregate Resident & Faculty Activity and Performance | | | | |  |
| 1. Well-being | *Items in the non-compliant range from ACGME Survey* | *Number of Well-being Issues during academic year (LOA, taken off rotations, and other well-being issues)* | *Number of referrals to EAP (not how many actually followed through)* | *Any well-being issues that were examined on the internal survey? What are the findings?* |  |
| Residents/Fellows |  |  |  |  |
| Faculty |  |  |  |  |
| 1. Recruitment/Retention | | | | |  |
| Recruitment | *Discuss the recruitment strategies that you implemented this past year* |  | | |
| Graduation/Attrition | *20\_\_* | *20\_\_* | *20\_\_* | *20\_\_* |
| Residents who started the program 3 years ago |  |  |  |  |
| Residents who will graduate at the end of this academic year |  |  |  |  |
| % on-time graduation\*  \*within 2 months = on-time |  |  |  |  |
| Comment on those residents who will not graduate on time due to resignation, medical or personal leave, academic extension or other reason. |  | | | |
| 1. Workforce Diversity |  |  |  |  |  |
| Provide details about each of the categories of workforce diversity | *Program Match Statistics* | *Demographic make-up of your trainees* | *Demographic make-up of your faculty and administrative staff* | *Other diversity metrics* |
| 1. Engagement in Quality Improvement | | | | |  |
| Describe how trainees are involved in initiatives for quality improvement, including education |  | | | |
| Describe how faculty are involved in initiatives for quality improvement, including education |  | | | |
| 1. Engagement in Patient Safety | | | | |  |
| Describe how trainees are involved in patient safety, including education |  | | | |
| Describe how faculty are involved in patient safety, including education |  | | | |
| 1. Scholarly Activity | | | | |  |
|  | *% of graduates from previous year producing scholarly work in the past 12 months:* | *% of current trainees producing scholarly work in the past 12 months:* | *Number of PMID publications for either graduates or current trainees in the last 12 months:* | *Number of Abstracts presented/accepted at National Meetings:* |
| Resident/Fellow Data |  |  |  |  |
|  | *% of core faculty members who have produced scholarly work in the past 12 months:* | *% of all faculty producing scholarly work in the past 12 months:* | *Number of PMID publications for either core or non-core faculty:* |  |
|  | *Number of presentations & abstracts for faculty:* | *Number of trainees mentored for their scholarly work by either core or non-core faculty:* |  |  |
| Faculty Data |  |  |  |  |
| 1. ACGME Survey Results | | | | |  |
| Trainee Survey Results | *2018* | *2019* | *2020* | *Trend* |
| Area | *Put the score that you find at the top of your ACGME Survey* | | | *Up, Consistent, Down or Up and Down* |
| Duty Hours |  |  |  |  |
| Faculty |  |  |  |  |
| Evaluation |  |  |  |  |
| Education Content |  |  |  |  |
| Resources |  |  |  |  |
| Patient Safety |  |  |  |  |
| Teamwork |  |  |  |  |
| Overall Evaluation of Program | *Very Negative:*  *Negative:*  *Neutral:* | *Discuss Action Plans for Investigating Low Scores:* | | |
| Concerning Trends: Discuss 3-year trends or significant drops in any one area |  | | | |
| Action Plan for any Area that is (Each SI will need to create the cut-off threshold) | Area | Action Plan | Measure of Plan | Person(s) Responsible |
|  |  |  |  |  |
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|  |  |  |  |  |
| Faculty Survey Results | *20\_\_* | *20\_\_* | *20\_\_* | *Trends* |
| Area | *Put the score that you find at the top of your ACGME Survey* | | | *Up, Consistent, Down or Up and Down* |
| Faculty Supervision & Training |  |  |  |  |
| Educational Content |  |  |  |  |
| Resources |  |  |  |  |
| Patient Safety |  |  |  |  |
| Teamwork |  |  |  |  |
| Overall Evaluation of Program | *Very Negative:*  *Negative:*  *Neutral:* | *Discuss Action Plans for Investigating Low Scores:* | | |
| Concerning Trends: Discuss 3-year trends or significant drops in any one area |  | | | |
| Action Plan for any Area that is (Each SI will need to create the cut-off threshold) | *Area* | *Action Plan* | *Measure of Plan* | *Person(s) Responsible* |
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| 1. Written Evaluations of the Program (Internal) | *Discuss findings from the trainee survey* | *Action plans* | *Discuss findings from the faculty survey* | *Action plans* |  |
| When was the internal survey administered? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| Section VI: Program Metrics | | | | |  |
| 1. Achievement of Milestones | | | | |  |
| Trainee Milestone Averaged by Core Competency Area | *PGY-1* | *PGY-2* | *PGY-3* | *PGY-4* |
| Patient Care |  |  |  |  |
| Medical Knowledge |  |  |  |  |
| Practice-Based Learning & Improvement |  |  |  |  |
| Systems-based Practice |  |  |  |  |
| Professionalism |  |  |  |  |
| Communication & Interpersonal Skills |  |  |  |  |
| 1. Board Pass Rate/Certification Rate | | | | |  |
|  | *20\_\_* | *20\_\_* | *20\_\_* | *Trend* |
| # of graduates over 3 years |  |  |  |  |
| # of examinees |  |  |  |  |
| # passing over 3 years |  |  |  |  |
|  |  |  |  |  |
| 1. In-training Exam | | | | |  |
| State how the average for each training year compares to all those who take the exam (in the same training year) | *PGY-1* | *PGY-2* | *PGY-3* | *PGY-4* |
| 1. Graduate Performance |  |  |  |  |  |
|  | *Job placement of graduates:* | *Fellowship placement of graduates:* | *Trends from exit interviews:* | *Trends from graduate surveys:* |
| 1. Faculty Evaluation | *Statistics for Aggregate Faculty Evaluation* | *Lowest area on aggregate faculty evaluations* | *Action plans for improving this area on the faculty evaluations* | |  |
|  |  |  |  |  |
| 1. Faculty Development | *20\_\_* | *20\_\_* | *20\_\_* |  |  |
| Education |  |  |  |  |
| Quality Improvement & Patient Safety |  |  |  |  |
| Fostering their Own and Resident Well-being |  |  |  |  |
| Patient care improvement based on practice-based learning |  |  |  |  |
| Based upon the review of sources of data related to the Professional Development, what are the action plans the PEC has in place to improve this area? |  | | | |
| Section VII: Final Comments | | | | |  |
| Please provide narrative that will allow the GMEC to understand your program. This might include specifics from your program that you review in your APE but is not discussed in this report. |  | | | |  |

**Please attach the following to your APE for GMEC Reporting**

1. Trainee/Faculty Scholarly Activity (include table of type of activity) and List of Specific Scholarly Activities
2. ITE training results
3. Faculty Development Activities for 20\_\_-20\_\_
4. Action Plans from 20\_\_-20\_\_ APE
5. New Action plans for 20\_\_-20\_\_
6. Letters from ACGME
7. ACGME Survey Results
8. Trainee/Faculty Scholarly Activity (include table of type of activity) and list of specific scholarly activities

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| --- | --- | --- | --- | --- |
| **Number of Faculty Scholarly Activity by Type** | **20\_\_** | **20\_\_** | **20\_\_** | **20\_\_** |
| Research in basic science, education, translational science, patient care, or population health |  |  |  |  |
| Peer-reviewed grants |  |  |  |  |
| Quality improvement and/or patient safety initiatives |  |  |  |  |
| Systematic reviews, meta-analyses, review articles, chapters in medical textbooks, or case reports |  |  |  |  |
| Creation of curricula, evaluation tools, didactic educational activities, or electronic materials |  |  |  |  |
| Contribution to professional committees, educational organizations, or editorial boards |  |  |  |  |
| Innovations in education |  |  |  |  |

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| **Number of Trainee Scholarly Activity by Type** | **20\_\_** | **20\_\_** | **20\_\_** | **20\_\_** |
| Research in basic science, education, translational science, patient care, or population health |  |  |  |  |
| Peer-reviewed grants |  |  |  |  |
| Quality improvement and/or patient safety initiatives |  |  |  |  |
| Systematic reviews, meta-analyses, review articles, chapters in medical textbooks, or case reports |  |  |  |  |
| Creation of curricula, evaluation tools, didactic educational activities, or electronic materials |  |  |  |  |
| Contribution to professional committees, educational organizations, or editorial boards |  |  |  |  |
| Innovations in education |  |  |  |  |

List of Faculty Scholarly Activity (title, date, type of activity, etc.)

List of Trainee Scholarly Activity (title, date, type of activity, etc.)

1. In-training Examination Results
2. Faculty Development Activities
3. Action Plans